Entering Report Card Behaviors for Elementary

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| Click on **Homeroom**  **PowerTeacherPro** |  |
| Click the **Grading** icon in the charms menu to the left  and choose **Standards** from the menu |  |
| Be sure you are on the **correct Nine Weeks**  When you click in a box under the behavior notice the full description appears |  |
| Choose the **letter grade** from the scoring menu and press **ENTER** |  |
| After grades have been entered for all students click **SAVE** located at the bottom right of the screen |  |